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Minutes of
LOGISTICS OFFICE STAFF MEETING

3 November 1953

PRESENT:

Mr. Garrison



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25X1A9a 1. Reports: [REDACTED] requested that a list of the reports called for in the new regulations, such as Stock Status Reports, Real Estate and Construction Reports, etc., be compiled by each Division and/or Staff Chief and submitted to [REDACTED]

25X1A9a 2. Leave: [REDACTED] called attention to the latest Agency Notice on the using of annual leave. While the Agency has not as yet established a date by which leave in excess of 30 days must be used, it was requested that employees who do have more than 30 days annual leave to their credit begin to whittle this excess down. It was suggested that a leave program be established to enable employees to use all their excess leave.

3. Career Designations: It was reported that there is to be an Agency Notice distributed in the near future on Career Designations.

4. Use of Contingency Fund: Mr. Garrison stated that the decision on the use of this fund is that we are to use this money for whatever we need to fill up the supply. It was appropriated for that purpose and committed in good faith. We will not turn the money back into the general fund.

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[REDACTED]

6. Charges for services rendered CIA by other Agencies.: Mr. Garrison requested that any letter received from another Agency or Department of the Government which requests that reimbursement be made for services rendered to CIA be forwarded to him immediately. This letter will then be directed to the policy making office for appropriate action.

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